

**Chapter 2 Procedures**

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**Function****Overview**

This section describes the key events to establish, maintain and inquire third party contract database records in AGPS.

**General Contract****Processing**

This chapter presents the procedures for general contract maintenance and direct entry contract processing. Contract maintenance will address the adding of contract lines to an existing contract and the canceling of contract lines.

The direct entry contract process will address the procedures required for creating a contract directly in the contract database without a nightly cycle being required. Additionally, adding of lines, adjusting prices, etc. will be addressed in this chapter.

Occasionally, after contract award, it may be necessary to add a contract line to a contract. This process requires the use of Contract Line Number Table #2 (KLI2) transaction.

When the user adds a contract line record the Commodity Database is updated with the contract award data. A record is added to the Contract Award Table (CAWD) for the commodity identified on the KLI2 screen.

Occasionally, after contract award, it may be necessary to cancel a contract line to a contract. This process requires the use of Contract Line Number Table #2 (KLI2) transaction.

When a contract line is added or canceled the contract database must be manually adjusted. The following data elements on the KON3 screen require adjustment:

**ESTIMATED AMOUNT**

For the adding or canceling of lines on an existing contract, two basic steps must be taken in this process.

First, the purchasing function must be satisfied legally. That is, the vendor must agree to the adding or canceling of a line and the change must be consummated with a contract change. See Section 12, Contract Change Processing for instructions on how to process a contract change.

Second, after the agreement has been finalized, the contract records in AGPS must be updated with the change agreed to by the vendor. If a new line is to be added to the contract, a KLI2 transaction must be processed. If a contract line is to be canceled, the KLI2 status must be changed to 596-599.

For creating a contract directly in the contract database, four basic steps must be taken in this process.

First, the purchasing function must be satisfied legally. That is, a legal contract that can be used by the user of AGPS, must exist external to the AGPS purchasing system. (I.E., AGPS users are authorized to use a contract that was awarded external to AGPS.)

Second, the contract header record must be created in AGPS via the KDIR screen. This record will contain the general awarded vendor and agency data.

Once the manual contract header has been created and the status changed to 501, you are now ready to add the contract lines for the manual contract. Commodity numbers and description must exist for the contract items in the Commodity Database.

Third, the contract lines must be created for the new contract via the KLI2 add process.

When the user adds a contract line record the Commodity Database is updated with the contract award data. A record is added to the Contract Award Table (CAWD) for the commodity identified on the KLI2 screen.

Once the contract header has been created and the contract lines have been added, it is necessary to prepare the contract for use of the contract release order process.

Fourth, the contract header and line ordering status must be updated so that ordering against the contract and contract lines may occur using the contract release order process (see Section 8).

If the contract loaded to AGPS is multi-year, it may become necessary to adjust contract pricing. This can be accomplished with individual contract line price adjustment or total contract price adjustment.

For the user to adjust the contract line unit price or the contract line discount off of catalog percentage, use of the KLPC transaction will be required.

When the contract price is to be adjusted across all contract lines by the same rate (percentage), use of the KON3 transaction will be required.

### **Contract Renewal**

This chapter also presents the procedures for renewing a contract. Renewing a contract to AGPS is basically extending the expiration date and, if appropriate, adjusting the pricing arrangement.

There are two types of renewals, scheduled and unscheduled. A multi-year contract may have provisions for annual renewals. That would involve scheduled renewals. If on the other hand a contract was expiring and was to be replaced but the replacement contract was not going to be ready in time to give continued coverage, the old contract could be extended. That would involve an unscheduled renewal.

Two basic steps may be taken in this process.

First, the purchasing functions must be satisfied legally. That is, the vendor must agree to the renewal and the renewal must be consummated with a contract change. See Section 12, Contract Change Processing for instructions on how to process a contract change.

Second, after the agreement has been finalized, the contract record in AGPS must be updated with the change agreed to with the vendor. If the contract expiration date is being extended, use the KONT transaction and enter a revised expiration date. Contract price adjustments may be entered on a line by line basis using the KLPC transaction or an across the board adjustment may be made using the KON3 transaction and one of the five renewal options.

When the contract is awarded, the buyer must set up the first renewal period. There are two basic steps to set up the renewal process. First, the Status Code on KONT must be set to "501" or "502". Second, the next option date and renewal notice date must be set on KON3. Third, if the prices are to be adjusted across the board, the percent increase or decrease must be entered. Normally the percentages will not be set up until the vendor has been contacted and specific percentages agreed upon.

The user is reminded of contract renewals by a "Contract Renewal Notice" that is produced during the AGPS nightly cycle. This notice keys off of the "Contract Renewal Notice" date maintained on the KON3 screen. This notice should prompt the user to take the appropriate contract renewal action, depending on whether the renewal involves a percentage increase across all lines or a line-by-line adjustment.

The actual renewal process is divided into two steps. First, to physically renew the contract, the buyer should extend the contract ending date and, if applicable, the end order date. Second, if the prices are to be adjusted across the board, use KON3 to set up the adjustment percentages. If the prices are to be adjusted on individual lines, use the KLPC.

An unscheduled renewal works basically the same as a scheduled renewal except there is no renewal notice issued.

## **1 MAINTAIN CONTRACT HEADER RECORDS**

### **1.1 Add Third Party Contract Header Records**

#### **Overview**

A AGPS user department may have a contract that was awarded outside AGPS that the using department(s) is authorized to order from. To have the capability of using the AGPS Contract Release Order process for ordering from this contract, it is necessary to create a contract record in AGPS. The contract to be created must be suitable for conversion to AGPS commodities and the contract vendor must exist in the AGPS Vendor Database. The AGPS user is provided the capability to add individual contract header records directly into the contract database. This is accomplished by use of the KDIR screen.

#### **Inputs**

- ! Required contract title
- ! Required vendor number
- ! Required purchasing agency
- ! Required buyer code
- ! Required requisitioning agency
- ! Required master delivery agency/sub-agency
- ! Vendor Discount
- ! Required delivery terms
- ! Award Date
- ! Required fiscal year
- ! T-Number
- ! Begin/End Dates
- ! Required class/sub-class
- ! Vendor F.O.B.
- ! Original Contract Ceiling

#### **Outputs**

- ! Updated KONT Table

## THIRD PARTY CONTRACT PROCESSING

## PROCEDURES

### 1.1 Add Third Party Contract Header Records

#### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine if a requirement may be processed directly in the contract database.
AGCY 4: AGCY	<b>Purchasing Agency</b> must be a valid and active agency in the AGCY Table. <b>Requisitioning Agency</b> must be a valid and active agency in the AGCY Table. <b>Master Delivery Agency</b> must be a valid and active agency in the AGCY Table.
AGCY 4: AADR	<b>Master Delivery Sub-Agency</b> , combined with ship-to agency, must be a valid and active sub-agency in the AADR Table.
AGCY 4: ABUY	<b>Buyer Code</b> , combined with purchasing agency must be a valid buyer code record in the ABUY Table.
INST 4: BTAB	<b>Document Type</b> must be a valid entry in BTAB Table DK (Document Type - Contract).
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
INST 4: BINS	<b>Fiscal Year</b> must be current of within contract processing grace dates in BINS Table.
COMM 4: COM2	<b>Class/Sub Class</b> must be a valid and active commodity record in the COMM Table.
VEND 4: VEND	<b>Vendor Number</b> must be a valid and active vendor record in the VEND Table.
	2. Add contract header records in AGPS.
KONT 4: KDIR	a. If you are not in the KDIR screen, type <b>KDIR</b> in the Function Line and press RETURN/ENTER. b. Type <b>CLEAR</b> in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and <b>ADD</b> inserted in the Function Line. c. Using the TAB key, move to Contract Number field and type <b>NEXT</b> .

## **THIRD PARTY CONTRACT PROCESSING**

## **PROCEDURES**

### **1.1 Add Third Party Contract Header Records**

<u>Cross-Reference</u>	<u>Steps</u>
	<p>d. Using the TAB key, move to Contract Title field and type desired contract title line 1. If line 1 is insufficient, move to line 2 and continue title.</p>
	<p>e. Using the TAB key, move to Vendor Number field and type desired vendor number.</p>
	<p>f. Using the TAB key, move to Document Type field and type desired contract document type. Allowed entries are <b>TP</b> (Third Party), <b>LF</b> (LEAF contract), <b>SW</b> (Statewide Competitive Contract), and <b>BW</b> (Statewide Brand Name Contract).</p>
	<p>g. Using the TAB key, move to Purchasing Agency field and type desired purchasing agency.</p>
	<p>h. Using the TAB key, move to Buyer Code field and type desired buyer code.</p>
	<p>i. Using the TAB key, move to Req Agency Number field and type desired requisitioning agency.</p>
	<p>j. Using the TAB key, move to Ship-To Agency field and type desired ship-to agency number. Group (GRPxxx) and Region (Rxx) are not allowed on the KDIR header. If the contract is for a group or region, the group or region can be specified on the KON2 header or the KLI2 line.</p>
	<p>k. Using the TAB key, move to Ship-To Sub field and type desired ship-to sub-agency number.</p>
	<p>l. Using the TAB key, move to Vendor Discount field and type desired prompt payment discount terms.</p>
	<p>m. Using the TAB key, move to PCNT field and type desired prompt payment discount percentage.</p>
	<p>n. Using the TAB key, move to Period field and type desired prompt payment discount period.</p>
	<p>o. Using the TAB key, move to Net field and type desired prompt payment discount net period.</p>
	<p>p. Using the TAB key, move to Delivery Terms field and type desired delivery terms.</p>

## **THIRD PARTY CONTRACT PROCESSING**

## **PROCEDURES**

### **1.1 Add Third Party Contract Header Records**

<u>Cross-Reference</u>	<u>Steps</u>
	<p>q. Using the TAB key, move to Days field and type desired days after receipt of contract. Should agree with delivery terms text. Must be blank if weeks is greater than spaces.</p> <p>r. Using the TAB key, move to Weeks field and type desired weeks after receipt of contract. Should agree with delivery terms text. Must be blank if days is greater than spaces.</p> <p>s. Using the TAB key, move to ALT field and type desired alternate delivery indicator. Allowed entries are <b>Y</b> or <b>N</b>. If <b>Y</b>, days and weeks must be spaces or <b>0</b>.</p> <p>t. Using the TAB key, move to Award Date and type the award date of the external contract.</p> <p>u. Using the TAB key, move to FY field and type fiscal year of external contract.</p> <p>v. Using the TAB key, move to T-No. field and type desired contact grouping t-number.</p> <p>w. Using the TAB key, move to Begin/End Date field and type desired contract/ordering begin date.</p> <p>x. Using the TAB key, move to End field and type desired contract/ ordering end date.</p> <p>y. Using the TAB key, move to Master Class/Sub field and type desired commodity class/sub-class.</p> <p>z. Using the TAB key, move to Vendor FOB field and type desired vendor FOB point from external contract.</p> <p>aa. Using the TAB key, move to Orig Cont Ceiling field and type original contract amount from the external contract.</p> <p>ab. Using the TAB key, move to Agency Contract No. field and type the contract number from the external contract. Will only be required for selected requisitioning agencies. Fifth position of the contract number must be equal the second position of the entered fiscal year.</p> <p>ac. Using the TAB key, move to Agcy Req No. field and type desired agency requisition number in accordance with local policy.</p>



## **THIRD PARTY CONTRACT PROCESSING**

## **PROCEDURES**

### **1.1 Add Third Party Contract Header Records**

#### Cross-Reference

#### Steps

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 1.2 Change Contract Header Records

**Overview** The AGPS user is provided the capability to maintain individual contract header records in the contract database. This is accomplished by use of the KDIR, KONT or KON2 screens.

**Inputs**

- ! Required contract number
- ! Required changes to contract header record

**Outputs**

- ! Updated KONT Table

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine contract record to be changed and the required changes.
KONT 4: KONT	<b>Contract Number</b> must be a valid and active record in the KONT Table.
AGCY 4: AGCY	<b>Purchasing Agency</b> must be a valid and active agency in the AGCY Table.
	<b>Requisitioning Agency</b> must be a valid and active agency in the AGCY Table.
	<b>Master Delivery Agency</b> must be a valid and active agency in the AGCY Table.
AGCY 4: AADR	<b>Master Delivery Sub-Agency</b> , combined with ship-to agency, must be a valid and active sub-agency in the AADR Table.
AGCY 4: ABUY	<b>Buyer Code</b> , combined with purchasing agency must be a valid buyer code record in the ABUY Table.
INST 4: BTAB	<b>Status Code</b> must be a valid entry in BTAB Table SK (Status Code - Contract).
	<b>T-Number</b> must be a valid entry in BTAB Table TA (T-Number).
	<b>Method of Operation</b> must be a valid entry in BTAB Table MO (Method of Operation).
	<b>Item Report Indicator</b> must be a valid entry in BTAB Table IR (Item Rpt Indicator).

## THIRD PARTY CONTRACT PROCESSING

## PROCEDURES

### 1.2 Change Contract Header Records

<u>Cross-Reference</u>	<u>Steps</u>
	<b>Brand Report Index</b> must be a valid entry in BTAB Table BR (Brand/Vendor Rpt Index).
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
INST 4: BINS	<b>Fiscal Year</b> must be current of within contract processing grace dates in BINS Table.
COMM 4: COM2	<b>Class/Sub Class</b> must be a valid and active commodity record in the COMM Table.
VEND 4: VEND	<b>Vendor Number</b> must be a valid and active vendor record in the VEND Table.
	2. Change third party contract header records in AGPS using KDIR.
KONT 4: KDIR	<ul style="list-style-type: none"><li>a. If you are not in the KDIR screen, type <b>KDIR</b> in the Function Line and press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line.</li><li>c. Using the TAB key, move to Contract Number field and type desired contract number.</li><li>d. Press RETURN/ENTER. Requested contract header record should be displayed.</li></ul>
	3. Type <b>CHANGE</b> in the Function Line.
	<ul style="list-style-type: none"><li>a. Using the TAB key, move to Contract Title field and type desired contract title line 1. If line 1 is insufficient, move to line 2 and continue title.</li><li>b. Using the TAB key, move to Vendor Number field and type desired vendor number.</li><li>c. Using the TAB key, move to Document Type field and type desired contract document type. Allowed entries are <b>TP</b> (Third Party), <b>LF</b> (LEAF contract), <b>SW</b> (Statewide Competitive Contract), and <b>BW</b> (Statewide Brand Name Contract).</li><li>d. Using the TAB key, move to Purchasing Agency field and type desired purchasing agency.</li></ul>

## THIRD PARTY CONTRACT PROCESSING

## PROCEDURES

### 1.2 Change Contract Header Records

<u>Cross-Reference</u>	<u>Steps</u>
	<p>e. Using the TAB key, move to Buyer Code field and type desired buyer code.</p> <p>f. Using the TAB key, move to Req Agency Number field and type desired requisitioning agency.</p> <p>g. Using the TAB key, move to Ship-To Agency field and type desired ship-to agency number. Group (GRPxxx) and Region (Rxx) are not allowed on the KDIR header. If the contract is for a group or region, the group or region can be specified on the KON2 header or the KLI2 line.</p> <p>h. Using the TAB key, move to Ship-To Sub field and type desired ship-to sub-agency number.</p> <p>i. Using the TAB key, move to Vendor Discount field and type desired prompt payment discount terms.</p> <p>j. Using the TAB key, move to PCNT field and type desired prompt payment discount percentage.</p> <p>k. Using the TAB key, move to Period field and type desired prompt payment discount period.</p> <p>l. Using the TAB key, move to Net field and type desired prompt payment discount net period.</p> <p>m. Using the TAB key, move to Delivery Terms field and type desired delivery terms.</p> <p>n. Using the TAB key, move to Days field and type desired days after receipt of contract. Should agree with delivery terms text. Must be blank if weeks is greater than spaces.</p> <p>o. Using the TAB key, move to Weeks field and type desired weeks after receipt of contract. Should agree with delivery terms text. Must be blank if days is greater than spaces.</p> <p>p. Using the TAB key, move to ALT field and type desired alternate delivery indicator. Allowed entries are <b>Y</b> or <b>N</b>. If <b>Y</b>, days and weeks must be spaces or <b>0</b>.</p>

## **THIRD PARTY CONTRACT PROCESSING**

## **PROCEDURES**

### **1.2 Change Contract Header Records**

#### Cross-Reference

#### Steps

- q. Using the TAB key, move to Award Date and type the award date of the external contract.
- r. Using the TAB key, move to FY field and type fiscal year of external contract.
- s. Using the TAB key, move to T-No. field and type desired contact grouping t-number.
- t. Using the TAB key, move to Begin/End Date field and type desired contract/ordering begin date.
- u. Using the TAB key, move to End field and type desired contract/ ordering end date.
- v. Using the TAB key, move to Master Class/Sub field and type desired commodity class/sub-class.
- w. Using the TAB key, move to Vendor FOB field and type desired vendor FOB point from external contract.
- x. Using the TAB key, move to Minimum Order Amt field and type minimum order amount from the external contract.
- y. Using the TAB key, move to Agency Contract No. field and type the contract number from the external contract.
- z. Using the TAB key, move to Agcy Req No. field and type desired agency requisition number in accordance with local policy.
- 4. Press RETURN/ENTER.  
  
NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.
- 5. Change contract header records in AGPS using KONT. Refer to Section 11, Contract Processing, 1.1 Change Contract Header Records.

The following procedures and screens are located in Section 11, Contract Processing, and may be used to maintain Third-Party Contracts:

- 1.1 Change Contract Header Records
- 1.2 Change Contract Ordering Status
- 1.3 Adjust Contract Period

Cross-ReferenceSteps

- 1.4 Adjust Contract Ordering Period
- 1.5 Maintain Contract Bond Information
- 1.6 Maintain Contract/Order Amount
- 1.7 Add Contract Vendor Change
- 1.8 Change Contract Vendor Change
- 1.10 Inquire Contract Header Record
- 1.11 Add Contract Notes
- 1.12 Change Contract Notes
- 1.13 Delete/Insert Contract Notes
- 1.14 Inquire Contract Notes
- 1.15 Add Contract Vendor Distributor List
- 1.16 Change Contract Vendor Distributor List
- 1.17 Delete Contract Vendor Distributor List
- 1.18 Inquire Contract Vendor Distributor List
- 2.1 Add Contract Line Table
- 2.2 Change Contract Line Table
- 2.3 Maintain Contract Line Ordering Status
- 2.4 Inquire Contract Line Table
- 2.5 Add Contract Commodity Description Changes
- 2.6 Change Contract Commodity Description Changes
- 2.7 Delete/Insert Contract Commodity Description Changes
- 2.8 Inquire Contract Commodity Description Changes
- 2.9 Add Contract Vendor Text
- 2.10 Change Contract Vendor Text
- 2.11 Delete/Insert Contract Vendor Text
- 2.12 Inquire Contract Vendor Text
- 2.13 Contract Line Price Adjustment
- 3.1 Adjust Contract Pricing
- 3.2 Adjust Contract/Ordering Period
- 3.3 Exercising Options
- 5.1 Print Notice Of Award Of Annual Contract
- 5.2 Add Contract Notice Of Award Table
- 5.3 Change Contract Notice Of Award Table
- 5.4 Delete/Insert Contract Notice Of Award Table
- 5.5 Inquire Contract Notice Of Award Table
- 6.1 Issue Contract Documents
- 7.1 Contract Approval Processing
- 8.1 Change Contract Non-System Usage
- 8.2 Inquire Contract Non-System Usage

## 1.3 Inquire Contract Header Records

**Overview** The AGPS user is provided the capability to inquire individual contract records in the contract database. This is accomplished by use of the KDIR screen.

**Inputs** ! Required contract number

**Outputs** ! Display or requested KONT Table record

### Completing The Procedure

#### Cross-Reference

#### Steps

- |              |    |  |
|--------------|----|--|
|              | 1. | Determine contract record to be inquired and screen to be used.                                  |
| KONT 4: KONT |    | <b>Contract Number</b> must be a valid and active record in the KONT Table.                      |
|              | 2. | Inquire contract record in AGPS.   |
| KONT 4: KDIR | a. | If you are not in the KDIR screen, type <b>KDIR</b> in the Function Line and press RETURN/ENTER. |
|              | b. | Type <b>INQUIRE</b> in the Function Line.  |
|              | c. | Using the TAB key, move to Contract Number field and type desired contract number.               |
|              | 3. | Press RETURN/ENTER.  |

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested header record.

## 1.4 Maintain Contract FY Not To Exceed Amounts

**Overview** The AGPS user is provided the capability to maintain individual contract fiscal year not to exceed amounts for a third party contract. This is accomplished by use of the KOFY screen.

**Inputs**

- ! Required contract number
- ! Required contract fiscal year NTE Amount

**Outputs** ! Updated KOFY Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine third party contract record to be updated and the required fiscal year not to exceed amount(s).
  - KONT 4: KONT **Contract Number** must be a valid and active record in the KONT Table.
2. Add third party contract NTE Amount(s) in AGPS.
  - KONT 4: KOFY
    - a. If you are not in the KOFY screen, type **KOFY** in the Function Line and press RETURN/ENTER.
    - b. Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen should be cleared and ADD inserted in the Function Line.
    - c. Using the TAB key, move to Contract Number field and type desired contract number.
    - d. Using the TAB key, move to FY field and type desired fiscal year.
    - e. Using the TAB key, move to desired NTE Amount field and type desired fiscal year not to exceed amount.
    - f. Repeat Steps 2d and 2e for each fiscal year to be changed.
3. Press RETURN/ENTER.



## **THIRD PARTY CONTRACT PROCESSING**

## **PROCEDURES**

### **1.4 Maintain Contract FY Not to Exceed Amounts**

#### Cross-Reference

#### Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

KONT 4: KOFY

4. Change third party contract NTE Amount(s) in AGPS.
  - a. If you are not in the KOFY screen, type **KOFY** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to Contract Number field and type desired contract number.
  - d. Using the TAB key, move to FY field and type desired fiscal year.
  - e. Press RETURN/ENTER. Requested contract fiscal year record should be displayed.
5. Type **CHANGE** in the Function Line.
  - a. Using the TAB key, move to desired NTE Amount field and type desired fiscal year not to exceed amount.
  - b. Repeat Step 5a for each fiscal year to be changed.
6. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

KONT 4: KOFY

7. Delete third party contract NTE Amount(s) in AGPS.

NOTE: A fiscal year not to exceed amount may be deleted only if there is no activity for that contract for that fiscal year.

  - a. If you are not in the KOFY screen, type **KOFY** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.

## **THIRD PARTY CONTRACT PROCESSING**

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### **1.4 Maintain Contract FY Not to Exceed Amounts**

#### Cross-Reference

#### Steps

- c. Using the TAB key, move to Contract Number field and type desired contract number.
  - d. Using the TAB key, move to FY field and type desired fiscal year.
  - e. Press RETURN/ENTER. Requested contract fiscal year record should be displayed.
8. Type **CHANGE** in the Function Line.
  - a. Using the TAB key, move to desired FY fields that are to be deleted and space out the FY.
9. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 2 ADD/CHANGE CONTRACT LINE DEMOGRAPHICS

### 2.1 Contract Line Demographic Labels

**Overview** The AGPS user is provided the capability to add and maintain demographic labels used by the contract line demographic data screen (KLDM) for capture of contract line demographic data in AGPS. This is accomplished with use of the KLDL screen.

**Inputs**

- ! Required executive agency
- ! Required fiscal year
- ! Required demographic field labels

**Outputs** ! Update KLDL Table

#### Completing The Procedure

##### Cross-Reference

##### Steps

1. Determine the contract line demographic data labels to be used, the executive agency requiring the labels and the applicable fiscal year.

AGCY 4: AGCY

**Executive Agency** must be key to a valid and active agency record in the AGCY Table.

**Fiscal Year** must be a valid fiscal year and equal to current fiscal year or not greater than current plus one year or less than current minus one year.

2. Add KLDL record in AGPS.

KONT 4: KLDL

- a. If you are not in the KLDL screen, type **KLDL** in the Function Line and press RETURN/ENTER.
- b. Type **CLEAR** in the Function Line and press RETURN/ENTER. Data entry fields should be cleared on the screen and ADD will be inserted in the Function Line.
- c. Using the TAB key, move to Executive Agency field and type desired executive agency number.

## THIRD PARTY CONTRACT PROCESSING

## PROCEDURES

### 2.1 Contract Line Demographic Labels

<u>Cross-Reference</u>	<u>Steps</u>
	<ul style="list-style-type: none"><li>d. Using the TAB key, move to Fiscal Year field and type desired fiscal year.</li><li>e. Using the TAB key, move to desired Label field (1-30) and type desired demographic label.</li></ul>
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.
	4. Change KLDL record in AGPS.
KONT 4: KLDL	<ul style="list-style-type: none"><li>a. If you are not in the KLDL screen, type <b>KLDL</b> in the Function Line and press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line.</li><li>c. Using the TAB key, move to Executive Agency field and type desired executive agency number.</li><li>d. Using the TAB key, move to Fiscal Year field and type desired fiscal year.</li><li>e. Press RETURN/ENTER. Requested record should be formatted to the screen.</li><li>f. Type <b>CHANGE</b> in the Function Line.</li><li>g. Using the TAB key, move to desired Label field (1-30) and type desired demographic label change.</li></ul>
	5. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.
	6. Delete KLDL record in AGPS.

## THIRD PARTY CONTRACT PROCESSING

## PROCEDURES

### 2.1 Contract Line Demographic Labels

<u>Cross-Reference</u>	<u>Steps</u>
KONT 4: KLDL	<ol style="list-style-type: none"><li>a. If you are not in the KLDL screen, type <b>KLDL</b> in the Function Line and press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line.</li><li>c. Using the TAB key, move to Executive Agency field and type desired executive agency number.</li><li>d. Using the TAB key, move to Fiscal Year field and type desired fiscal year.</li><li>e. Press RETURN/ENTER. Requested record should be formatted to the screen.</li><li>f. Type <b>DELETE</b> in the Function Line.</li></ol> <ol style="list-style-type: none"><li>7. Press RETURN/ENTER.  NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</li><li>8. Inquire KLDL record in AGPS.</li></ol>
KONT 4: KLDL	<ol style="list-style-type: none"><li>a. If you are not in the KLDL screen, type <b>KLDL</b> in the Function Line and press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line.</li><li>c. Using the TAB key, move to Executive Agency field and type desired executive agency number.</li><li>d. Using the TAB key, move to Fiscal Year field and type desired fiscal year.</li></ol> <ol style="list-style-type: none"><li>9. Press RETURN/ENTER.  NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.</li></ol>

## 2.2 Contract Line Demographic Data

**Overview** The AGPS user is provided the capability to add and maintain contract line demographic data in AGPS. This is accomplished with use of the KLDM screen.

**Inputs**

- ! Required contract number
- ! Required contract line number
- ! Required demographic data

**Outputs** ! Update KLDM Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract line for which demographic data will be maintained and the demographic data to be used.
  - KONT 4: KONT **Contract Number** must be key to a valid and active contract record in the KONT Table.
  - KONT 4: KLIN **Line Number** must be key to a valid and active contract line record in the KLIN Table.
2. Add KLDM record in AGPS.
  - KONT 4: KLDM
    - a. If you are not in the KLDM screen, type **KLDM** in the Function Line and press RETURN/ENTER.
    - b. Type **CLEAR** in the Function Line and press RETURN/ENTER. Data entry fields should be cleared on the screen and ADD will be inserted in the Function Line.
    - c. Using the TAB key, move to Contract Number field and type desired contract number.
    - d. Using the TAB key, move to Line Number field and type desired contract line number.
    - e. Using the TAB key, move to desired Demographic Data field (1-30) and type desired demographic data.

## THIRD PARTY CONTRACT PROCESSING

## PROCEDURES

### 2.2 Contract Line Demographic Data

<u>Cross-Reference</u>	<u>Steps</u>
	<p>3. Press RETURN/ENTER.</p> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>
KONT 4: KLDM	<p>4. Change KLDM record in AGPS.</p> <p>a. If you are not in the KLDM screen, type <b>KLDM</b> in the Function Line and press RETURN/ENTER.</p> <p>b. Type <b>INQUIRE</b> in the Function Line.</p> <p>c. Using the TAB key, move to Contract Number field and type desired contract number.</p> <p>d. Using the TAB key, move to Line Number field and type desired contract line number.</p> <p>e. Press RETURN/ENTER. Requested record should be formatted to the screen.</p> <p>f. Type <b>CHANGE</b> in the Function Line.</p> <p>g. Using the TAB key, move to desired Demographic Data field (1-30) and type desired demographic data.</p> <p>5. Press RETURN/ENTER.</p> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p> <p>6. Delete KLDM record in AGPS.</p>
KONT 4: KLDM	<p>a. If you are not in the KLDM screen, type <b>KLDM</b> in the Function Line and press RETURN/ENTER.</p> <p>b. Type <b>INQUIRE</b> in the Function Line.</p>

## THIRD PARTY CONTRACT PROCESSING

## PROCEDURES

### 2.2 Contract Line Demographic Data

#### Cross-Reference

#### Steps

- c. Using the TAB key, move to Contract Number field and type desired contract number.
- d. Using the TAB key, move to Line Number field and type desired contract line number.
- e. Press RETURN/ENTER. Requested record should be formatted to the screen.
- f. Type **DELETE** in the Function Line.

7. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

8. Inquire KLDM record in AGPS.

#### KONT 4: KLDM

- a. If you are not in the KLDM screen, type **KLDM** in the Function Line and press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line.
- c. Using the TAB key, move to Contract Number field and type desired contract number.
- d. Using the TAB key, move to Line Number field and type desired contract line number.

9. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.



### 3 MAINTAIN CONTRACT LABELS TABLE

#### 3.1 Add Contract Labels Table

**Overview** The AGPS user has the capability to add contract labels for use on the KODM screen. This is accomplished by use of KLBL.

**Inputs**

- ! Required Executive Agency
- ! Required field labels

**Outputs**

- ! Updated KLBL Table

#### Completing The Procedure

##### Cross-Reference

##### Steps

- |              |    |  |
|--------------|----|--|
|              | 1. | Determine desired labels to be used for demographic fields of the contract header.   |
| AGCY 4: AGCY |    | Executive Agency must be key to a valid and active agency record in the AGCY Table.  |
|              | 2. | Add Contract Labels Table in AGPS.   |
| KONT 4: KLBL | a. | If the user is not in the KLBL screen, type <b>KLBL</b> in the Function Line and press RETURN/ENTER.   |
|              | b. | Type <b>CLEAR</b> in the Function Line and press RETURN/ENTER. Screen data entry fields should be cleared and ADD inserted in the Function Line. |
|              | c. | Using the TAB key, move to Executive Agency field and type the desired executive agency.   |
|              | d. | Using the TAB key, move to Label 1 field and type the desired label.   |
|              | e. | Repeat Step 2d for each field label to be entered.   |
|              | 3. | Press RETURN/ENTER.  |

## **THIRD PARTY CONTRACT PROCESSING**

## **PROCEDURES**

### **3.1 Add Contract Labels Table**

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 3.2 Change Contract Labels Table

**Overview** The AGPS user has the capability to change contract labels for use on the KODM screen. This is accomplished by use of KLBL.

**Inputs**

- ! Required Executive Agency
- ! Required changes to field labels

**Outputs**

- ! Updated KLBL Table

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine desired labels changes to be made for demographic fields of the contract header.
AGCY 4: AGCY	Executive Agency must be key to a valid and active agency record in the AGCY Table.
KONT 4: KLBL	Executive Agency must be key to a valid and active contract labels table record in the KLBL Table.
	2. Change Contract Labels Table in AGPS.
KONT 4: KLBL	<ul style="list-style-type: none"> <li>a. If the user is not in the KLBL screen, type <b>KLBL</b> in the Function Line and press RETURN/ENTER.</li> <li>b. Type <b>INQUIRE</b> in the Function Line.</li> <li>c. Using the TAB key, move to Executive Agency field and type the desired executive agency.</li> <li>d. Press RETURN/ENTER. Requested contract label table record should be displayed.</li> </ul>
	3. Type <b>CHANGE</b> in the Function Line.
	<ul style="list-style-type: none"> <li>a. Using the TAB key, move to Label 1 field and type the desired label.</li> <li>b. Repeat Step 3a for each field label to be changed.</li> </ul>

Cross-ReferenceSteps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

### 3.3 Delete Contract Labels Table

**Overview** The AGPS user has the capability to delete contract labels for use on the KODM screen that are no longer required or valid. This is accomplished by use of KLBL.

**Inputs** ! Required Executive Agency

**Outputs** ! Updated KLBL Table

#### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine desired labels to be deleted.
AGCY 4: AGCY	Executive Agency must be key to a valid and active agency record in the AGCY Table.
KONT 4: KLBL	Executive Agency must be key to a valid and active contract labels table record in the KLBL Table.
	2. Delete Contract Labels Table in AGPS.
KONT 4: KLBL	a. If the user is not in the KLBL screen, type <b>KLBL</b> in the Function Line and press RETURN/ENTER.
	b. Type <b>INQUIRE</b> in the Function Line.
	c. Using the TAB key, move to Executive Agency field and type the desired executive agency.
	d. Press RETURN/ENTER. Requested contract label table record should be displayed.
	3. Type <b>DELETE</b> in the Function Line.
	4. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

### 3.4 Inquire Contract Labels Table

**Overview** The AGPS user has the capability to inquire contract labels for use on the KODM screen. This is accomplished by use of KLBL.

**Inputs** ! Required Executive Agency

**Outputs** ! Updated KLBL Table

#### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine desired executive agency labels to be inquired.
AGCY 4: AGCY	Executive Agency must be key to a valid and active agency record in the AGCY Table.
KONT 4: KLBL	Executive Agency must be key to a valid and active contract labels table record in the KLBL Table.
	2. Inquire Contract Labels Table in AGPS.
KONT 4: KLBL	a. If the user is not in the KLBL screen, type <b>KLBL</b> in the Function Line and press RETURN/ENTER.
	b. Type <b>INQUIRE</b> in the Function Line.
	c. Using the TAB key, move to Executive Agency field and type the desired executive agency.
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

### 3.5 Maintain Contract Demographic Data

**Overview** The AGPS user has the capability to maintain contract labels data to be captured on the KODM screen. This is accomplished by use of KODM.

**Inputs**

- ! Required Contract number
- ! Required changes to labeled data fields

**Outputs**

- ! Updated KONT Table

#### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine desired changes to be made for demographic fields of the contract header.
AGCY 4: AGCY	Executive Agency must be key to a valid and active agency record in the AGCY Table.
KONT 4: KLBL	Executive Agency must be key to a valid and active contract labels table record in the KLBL Table.
KONT 4: KONT	Contract Number must be key to a valid and active contract record in the KONT Table.
	2. Change Contract Labels demographic data in AGPS.
KONT 4: KODM	a. If the user is not in the KODM screen, type <b>KODM</b> in the Function Line and press RETURN/ENTER.
	b. Type <b>INQUIRE</b> in the Function Line.
	c. Using the TAB key, move to Contract Number field and type the desired contract number.
	d. Press RETURN/ENTER. Requested contract header table #4 record should be displayed.
	3. Type <b>CHANGE</b> in the Function Line.

## **THIRD PARTY CONTRACT PROCESSING**

## **PROCEDURES**

### **3.5 Maintain Contract Demographic Data**

#### Cross-Reference

#### Steps

- a. Using the TAB key, move to desired labeled field and type the desired demographic data.
- b. Repeat Step 3a for each labeled field to be changed.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.



## 4 INQUIRE CONTRACT DATABASE RECORDS

### 4.1 Inquiry Process

**Overview** The AGPS user has the capability to view contract database records using various inquiry screens. Each screen displays similar data in different format with different keys or totally different data.

**Inputs**

- ! Desired inquiry screen
- ! Required key(s) for inquiry

**Outputs** ! Display of requested contract database record

#### Completing The Procedure

##### Cross-Reference

##### Steps

1. Determine contract data to be inquired and the inquiry screen to be used.
2. Inquire contract database records by use of desired inquiry screen.
  - a. If the user is not in the desired screen, type the desired inquiry screen identifier in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, TAB to key field(s) and complete the necessary key field(s) to access desired record.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record.

Screens provided for inquiry of Contract Database Record(s) is as follows.

KONT 4: KACN      **KACN** - Contracts By Agency Contract Number: This screen provides the user with the capability to inquire a contract's values, encumbrances, and expenditures. Key is agency contract number and contract number.

## **THIRD PARTY CONTRACT PROCESSING**

## **PROCEDURES**

### **4.1 Inquiry Process**

#### **Cross-Reference**

#### **Steps**

KONT 4: KLFY

**KLFY** - Contract Line Fiscal Year Table: This screen provides the user with the capability to inquire contract release order activity against a contract line by fiscal year. Key is contract number, line number and fiscal year.